

TREASURY DOCUMENTATION**Subject**

Parking Validation, Treasury Employees (Stationed Outside Treasury Building) Conducting Business in Treasury Building

For

EMPLOYEE HANDBOOK

Also See

PT-03167

Identification

9/3-9/4

PT-03168

Procedure

Effective

11-1-2000

Through

11-1-2002

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Replaces

PT-03168 (5-1-1998)

WHO**WHEN****ACTION**

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Treasury Employee

REVISED

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Notes: Treasury has established an account for parking validation at the Michigan Library and Historical Center (MLHC).

This plan covers parking expenses for Treasury employees stationed outside the Treasury Building who come to Treasury for business reasons, and who have received prior verbal approval from their supervisor. These employees will not be charged for parking at the MLHC when they present a validated parking ticket to the parking lot attendant. Treasury is billed monthly for accumulated parking costs.

Each bureau, office or division must designate one staff person to bring parking tickets to Finance and Accounting Division for validation.

Driving a State-Owned Car

1. Parks in the fenced state-owned car lot located east of the MLHC.

Note: There is no charge to park in this parking lot.

Driving Own Personal Car

2. If visiting the Treasury Building and employee has received prior approval for reimbursement from Supervisor, parks in the MLHC parking lot.
3. Obtains parking ticket from the MLHC parking lot.
4. Takes parking ticket to Bureau/Office/Division Designee in the Treasury Building.
5. Initials back of parking ticket to indicate it is appropriate to validate and returns to employee.

Bureau/Office/
Division
Designee

Initials

Signature

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WHO**WHEN****ACTION***Page 9/4*

Treasury Employee

**Before Leaving
Treasury
Building**

6. Takes initialed parking ticket to Secretary, Finance and Accounting Division.

Secretary, Finance
and Accounting
Division

7. Stamps parking ticket and embosses to validate.

8. Logs the following information on the Validation Log:

- A. Date
- B. Employee's name
- C. Host Bureau/Office/Division
- D. Parking ticket number
- E. Time of arrival.

Treasury Employee

**Leaving
Parking Lot**

9. Presents validated parking ticket to the MLHC parking lot attendant.

End